



## VACANCY ANNOUNCEMENT: 2013-02

The U.S. Embassy Koror is seeking to employ a **Human Resources/Administrative Assistant**.

The **Human Resources/Administrative Assistant** will serve full time under the direction of the Mission Deputy, provides administrative, program, and management assistance including back-up support to the Budget and Fiscal and IM sections, as required.

Incumbent has major responsibility as a Human Resources Specialist: conducts periodic salary surveys, position classification, position description reviews and ensures evaluations are completed and submitted timely. Responsible for the full spectrum of HR functions such as recruitment, development and periodic update of position descriptions, position classification (CAJE), serves as the embassy's liaison with the Department of Labor and Social Security and Bureau of Immigration, coordinate with Regional Human Resources Office Manila on personnel matters. Conducts and finalizes appropriate surveys of locally available education and medical resources, and other Washington required post surveys. Plans and implements annual awards program ensures award nominations are in compliance with Embassy policy, designs award certificates, schedules and arrange mission awards ceremony.

A successful candidate must have the following minimum qualifications: Completion of two years of college or university study in general coursework, such as mathematics, history, the arts, social sciences, management, information management, audit or other courses is required. Three years prior work experience in administrative, management, or program work is required.; Fluency of English and Palauan languages (reading/speaking/writing); Good working knowledge of basic management and administrative principles and of Palau's political structure, institutions, and local programs receiving USG funds. Must be computer literate-skilled in use of Microsoft Word and Excel and must have a valid driver's license.

A copy of the complete position description, as well as the required DS-174 U.S. government application form, is available on <http://palau.usembassy.gov>, the website of U.S. Embassy Koror. Last day to submit an application is Friday, October 10, 2013. Salary range begins at \$ 11,586 per annum.

Please address your application to:

Mr. Thomas E. Daley  
Charge d'Affaires  
U.S. Embassy Koror

## **POSITION DESCRIPTION/WORK REQUIREMENTS**

POSITION: Human Resources/Administrative Assistant  
SECTION: Management  
PAY GRADE: FSN-07  
LOCATION/POST: US Embassy Koror  
REPORTS TO: Mission Deputy  
DATE: April 06, 2011

Basic Function: Under the direction of the Mission Deputy, provides administrative, program, and management assistance, including back-up support to the Budget and Fiscal and IM sections, as required

### **Human Resources Administration - 75 %**

1. Incumbent has major responsibility as a Human Resources Specialist. Incumbent conducts periodic LES salary surveys, position classification, position description reviews and ensures evaluations are completed and submitted in a timely fashion. (10%)
2. The employee is responsible for the full spectrum of HR functions such as recruitment (preparation of vacancy announcements, scheduling of interviews, issuance of acceptance, regret and offer letters and pre-employment processing), development and periodic update of position descriptions, position classification (CAJE), Identified as the embassy's liaison with the Department of Labor and Social Security and Bureau of Immigration, the employee will coordinate with Regional Human Resources Office Manila on personnel matters.
3. The employee is responsible for coordinating with HR/OE and assisting TDY on human resources matters. In addition, the employee is also responsible in developing, monitoring, and managing local employee benefit plans including health and medical. Incumbent is responsible for preparing and drafting the annual Embassy Rightsizing and retail price/ cost-of-living reports. Incumbent is responsible for all FSO HR Matters including procedural administration for arriving and departing American Personnel. (TM notices, welcome to post processes, appropriate allowances and other duties as identified.)
4. Incumbent acts as the Embassy liaison with Embassy Community Liaison Officers, as determined, and conducts and finalizes appropriate surveys of locally available education and medical resources, and other Washington required post surveys. Incumbent is responsible for updating Key officers list and other computer-based personnel summaries. Incumbent is responsible for updating in a timely fashion the Post Profile Reports, crisis management plans and other reports as identified.
5. Incumbent plans and implements annual awards program, schedules the awards committee meeting and deliberations, ensures award nominations are drafted in compliance with the Embassy policy, designs award certificates as appropriate, schedules and arranges mission awards ceremony. As part of the awards committee, ensures monetary awards are submitted.

### Office Administration - 25%

1. Incumbent plans the annual July 4 event which is local 'event of the year,' and a showpiece for the USG. Duties involve considerable problem-solving in planning the program, oversight, and layout, contacting vendors and donors, contacting performers, organizing decorations, favors, games, tournaments, etc. Incumbent must keep to budget and will be required to solicit donations in cash or kind. The incumbent informs the Mission Deputy on a timely basis of any related challenges or needs for other Embassy staff assistance. The incumbent contacts potential donors and makes specific requests and then follows up with letters, tracks delivery of donations, and drafts thank you notes.
2. On an annual basis, assists with the negotiation of reduced hotel rates at major hotels in the Republic of Palau for use by USG personnel. Responsible for management of the Embassy holiday gratuities list, including searching for most appropriate items and arranging for purchase from appropriate sources, in liaison with the GSO and Financial assistants. Incumbent will have ongoing role in suggesting and implementing improvements to the quality of embassy activities and functions.
3. During official USG visits, incumbent will be the key person involved in coordinating schedule changes and keeping both the USG party and national government informed. Act as site officer and coordinate briefing materials.
4. Incumbent serves as back-up financial assistant, and back-up for search and rescue requests and diplomatic/military landing requests. Incumbent is also responsible for management of information resources within each of the above work areas, and serves as back-up IMO. Incumbent also provides back-up support for the Embassy cashier, when needed.
5. Incumbent performs other duties, as required.

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Employee

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Date

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Rating and Reviewing Officer

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Date